

*Repts-3
DTR with
Summary
Rpt.*

Executive Assistant to DCI

12 January 1954

Director of Training

Weekly Summary Report

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1. Following is the monthly report of the Assessment Branch of the Assessment and Evaluation Staff, O/TA. Breakdown of cases is by sex, age, GS level, employment status, Staff Office and desk referring for assessment and projected job assignment.

A. Sex

Male	21
Female	1
Total	22

B. Age

20-24	6
25-29	7
30-34	4
35-39	2
40-44	1
45-49	0
50-54	1
55-59	0
60-64	1
Total	22

C. GS Level

GS-5	3
-7	9
-9	1
-11	1
-12	1
-13	2
-14	1
Lt. Colonel	1
Lt. Jg.	1
Colonel	1
Unknown	1
Total	22

D. Employment Status

Employee	20
Applicant	<u>2</u>
Total	22

E. Staff/Desk

(1) PP	5
PH	2
FI	5
OTR	<u>10</u>
Total	22

(2) PS	5
ME	2
SH	3
JOT/OTR	10
MS	1
OPOT	<u>1</u>
Total	22

F. Projected Job Assignment

(1) Inside

JOT	10
Intelligence Admin. Asst.	1
Jr. Case Officer	1
Staff Agent	1
Review and Analysis	
Officer	1
Press Staff Agent	1
Unknown	2
Chiefs	<u>1</u>
Subtotal	20

(2) Outside

Contract Agent	<u>2</u>
Subtotal	<u>2</u>
Total	22

Tests were administered for one special case.

Professional (JOT) tests administered	9
Professional (JOT) tests administered in the field and received by A&E Staff	14
Foreign Language Aptitude tests administered	12
Pre-training and EOD test batteries administered	79

1. The Office of Training, currently conducting Advanced Language Seminars in Arabic and German, will begin an Advanced Spanish Seminar on 11 January 1954. Classes in both Elementary and Intermediate Arabic commenced during the week of 4 January 1954.

2. A representative of the Logistics Division, FM Staff, DD/P, was nominated to attend the Armed Forces Staff College by a Selection Board which met on 6 January to nominate a candidate to fill the Agency quota for the next course.

3. A representative of the Office of Training visited the Counter Intelligence Corps School, Fort Holabird, Maryland, to arrange for the future admission of Agency personnel to various basic and specialized courses.

4. A representative of the Intelligence Training Division, Office of Training, presented a lecture this week at the Counter Intelligence Corps School, Fort Holabird, and two lectures in the Communism Program of the Foreign Service Institute, Department of State.

5. Five civilian employees of the Office of the Assistant Chief of Staff, G-2, Department of the Army, attended the 7 January indoctrination Program.

6. Among 51 trainees enrolled in the SIC(I) which began on 4 January are one civilian employee of Directorate of Intelligence, U.S. Air Force, and one civilian employee of the National Security Agency.

7. The Office of Training is taking positive steps to improve the written expression of trainees and to identify deficiencies in writing ability. This effort will be undertaken initially in the SIC(I). It is planned to include the preparation of staff studies in the Intermediate Intelligence Course.

9. Representatives of the Office of Training attended a special conference and demonstration in New York City on 7 January with the purpose of determining capabilities and limitations of

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10. The Office of Training is currently conducting a seminar for representatives of all senior staffs and supporting services of DE/P and representatives of the Office of Communication and the Logistics Office on the subject of the needs and requirements of the Agency for a War Plan Staff Officers Course. This seminar, meeting each afternoon during the past and succeeding week, is giving detailed consideration to the scope and treatment of each subject proposed for inclusion in the curricula of this course. It has become apparent that this procedure may prove to be an effective way of determining specific training requirements.

MATTHEW HAZED

MB:ep

cc: DE/P
DE/I
AD (Commo)